

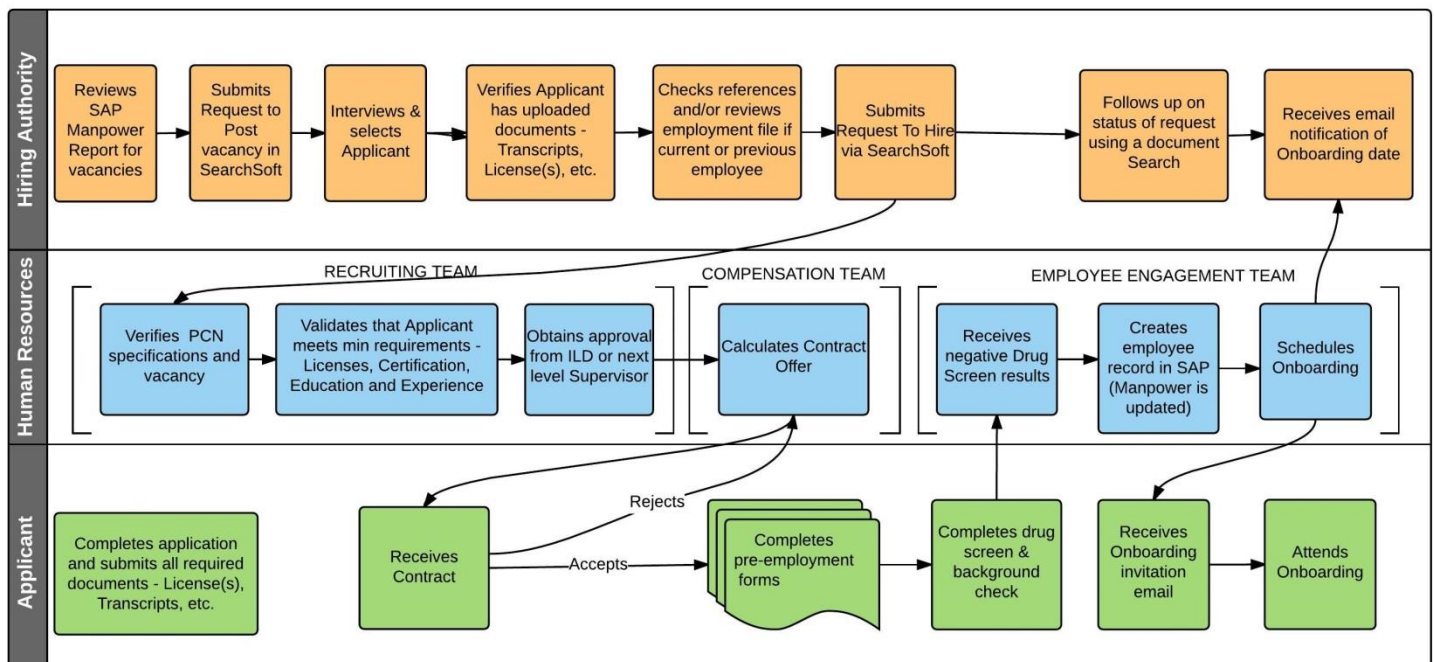
# Oklahoma City Public Schools

## Tips for Hiring Authorities

The Human Resources department recognizes that each position in the District is critical to the success of students and getting a new team member to their school/department as soon as possible is our mission. Our goal is to process each applicant that you have recommended for employment as soon as possible; however a compliant, thorough and consistent process upfront will lead to increased retention rates and greater job satisfaction. Your new employee will be engaged with our District from the start, have their questions and concerns addressed and will have completed the necessary housekeeping tasks that enable them to hit the ground running when they arrive at their job site.

The following diagram outlines the hiring process within OKCPS. It is important to keep in mind that there are several factors that can affect the flow and timeliness of the process. Examples include issues with the Position Control Number, inability to verify that the recommended applicant's credentials, failure by the applicant to upload transcripts, certifications or other qualifying documents to SearchSoft or with the Oklahoma Department of Education (OSDE), negotiations on salary, delays by the applicant in completing required documents, issues with the drug screen, or other items not listed here.

## Hiring Process



**Important Note:** Never instruct a recommended applicant to attend Onboarding unless the individual has received an Onboarding invitation from Human Resources. This indicates that the applicant has not completed one or more of the pre-employment requirements. All items listed above in the flow chart must be complete before an employee attends Onboarding, as we want to present an organized and welcoming environment to the new hire by being prepared for them.

### Communicate these items to your candidate to set expectations and assist them through the process:

1. Once you have recommended them for hire, the recommendation should not be considered an official offer of employment.
2. Salaries are determined by the Compensation Department within Human Resources. You should not extend salary offers to applicants. The determination of a salary for a new employee or an employee that is being promoted internally is based on many factors including the Collective Bargaining Agreement (if applicable to the position), internal equity, relevant education and experience, market data, and other relevant factors.

3. The applicant should be advised to watch for several emails that will guide them through the hiring process and refer them back to the online application process.

- I. **Notification when employment contract is ready for signature.**

- a. Applicants should receive an official offer from the Human Resources department in the form of a Contract or Offer Letter if all minimum requirements are satisfied. They will receive an email notifying them that there are pending documents to review and complete.

*Note: The applicant will only have 4 days to accept the contract.*

**Note:** Additional e-mails described below will not be sent until after the contract has been accepted.

- II. **Request to complete demographics, direct deposit, W4 and I-9**

- a. Applicants must bring original identification for I-9 form. A list of acceptable documents will be included in the email. If they do not bring the proper original documentation to Onboarding, they will not be allowed to attend Onboarding and will be rescheduled for the following session.

- III. **Instructions/Authorization to complete drug screen and background check**

- a. Completion of a drug test is required within 2 business days of receiving a notification email. There is no cost for this.
  - i. Pre-employment testing (drug test and/or physical) is completed Monday thru Friday from 7:30 am to 3:30 pm. *Note: During the summer hiring season there are specific dates, times and locations that vary from this schedule.*

*Note: The candidate must have a copy of the authorization email from Human Resources and a photo ID to complete the testing.*

- b. Completion of a background check through the Oklahoma State Department of Education (OSDE) is required prior to your candidate attending Onboarding. Although the results do not have to be received prior to Onboarding, the candidate must initiate the process. They will be instructed to go the OSDE to be fingerprinted. There is a cost of \$59 that must be paid directly to the OSDE in the form of check, money or credit card by the applicant.
  - i. The OSDE is located in the Hodge Building at the OK State Capitol. Their address is 2500 N. Lincoln Blvd. Room 212 Oklahoma City, OK 73105. They can be reached at 405-521-3337 and their hours are 8:00 am to 4:00 pm Monday thru Friday.
  - ii. If the applicant has had a background check completed through the OSDE within the last year, they should file a Dual Request form at the OSDE to obtain a copy of it at no cost.
  - iii. Applicants should complete the background check as soon as possible, but no later than noon on the Friday prior to Onboarding.
  - iv. Applicants must bring a copy of the background receipt to Onboarding or they will not be allowed to attend and will be rescheduled for the following session.

- IV. **Onboarding Invitation**

- a. As previously stated, applicants will not be allowed to attend Onboarding without an invitation from HR. They will be asked to bring originals of all applicable required documents: Teaching Certificate, License(s), Official Transcripts, background check receipt and identification documents for the I-9 form.

# Frequently Asked Questions:

## What is the status of my request?

In SearchSoft, click on E-Forms -> Document Search and enter the following:

1. Select the document type (Request to Hire, Post, etc.)
2. Select the site location or department
3. Select the date(s)

Click the Submit button to execute your search

## When are Onboarding sessions held?

During non-peak times, Onboarding is normally held on Mondays from 7:30a – 12:00p. During the 2016-2017 peak hiring season, Onboarding is held on Mondays and Wednesdays from 7:30 am – 12:00 pm at NW Classen High School. If the new hire is on contract the day of their Onboarding, they are expected to report to their worksite following Onboarding.

## What is covered in Onboarding?

Overview of the District and an explanation of the Great Commitment

Payroll process, paydays, how to the District Deposit Advice

Benefits orientation and enrollment

Overview of Safety and Security (587-SAFE)

Introduction to Student Support Services Functions

Introduction to Communications and Community Relations

General Q & A

I.D. Badge is issued

Laptops issued to eligible employees and an overview of Information Technology resources

Substitute Teachers receive training specific to Substitutes

## Which Recruiter handles my jobs?

Position Areas	Position Description	Recruiter	Ext.
Elementary Schools	Teachers, Teachers' Aides, Principals and all clerical support staff for Elementary Schools	Ta'Chelle Jones	70820
Secondary Schools	Teachers, Teachers' Aides, Principals and all clerical support staff for Secondary Schools, Coaches	Vacant/Shannon Freeman	70813
Operations Center	Transportation, Grounds, School Nutrition Services, Facilities Maintenance, Safety and Security	Anne Swan	71094
Central Office, Emerson, and Coaching	Any staff that works at Central Office or is hired/supervised at school sites by Central Office leadership to include Special Education, Nurses, Counselors, Psychologists, Therapists	Dana Leach	70826
Director of Recruiting	Leadership of the recruiting function	Shannon Freeman	70813